



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**ARMY CONTRACTING AGENCY**  
**U.S. ARMY CONTRACTING ELEMENT, PACIFIC**  
**BUILDING T115**  
**FORT SHAFTER, HAWAII 96858-5430**

SFCA-PRB-S

1 Oct 03

**MEMORANDUM FOR Army Contracting Agency, Pacific Region (ACA-PR) Contracting Activities**

**SUBJECT: Pacific Region Implementation Memorandum (PRIM) 04-03, Reviews and Oversight of Contracts and Designated Actions**

1. Army Contracting Agency (ACA) Acquisition Instruction (AI) dated 30 Sep 02, Sections 4 and 7.1(c) prescribe required reviews and oversight of designated actions.

2. The following solicitations, contracts, and documents are identified to be "PARC-designated actions" will be reviewed by Office of the PARC (OPARC), ACA-PR.

- a. Commercial Activities to include drafts
- b. Privatization
- c. All master contracts to be used by more than one organization
- d. Competitive best value requirements > \$3M
- e. Alpha contracts
- f. Cost reimbursement contracts
- g. Incentive contracts
- h. Time and material contracts
- i. Multi-year contracts
- j. All Architectural and Engineering (A-E) basic contracts
- k. Full food service or dining facility attendant contracts
- l. All draft Request for Proposals (AFARS 5115.201(c)(6)(i) and ACA AI Section 8.3)
- m. Acquisition plans with approvals based on AFARS 5107.103(h)(i) – (iii)
- n. Justifications and Approvals (J&A) for other than full and open competition requiring approval by Special Competition Advocate and higher
- o. Protests
- p. Override decisions of automatic stay provision
- q. Ratification of unauthorized commitments over \$10,000

3. In addition to the above, the OPARC may identify specific solicitations, contracts, or actions as "designated actions" for review, approval, and monitoring. OPARC will provide information on actions required by the RCOs.

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4. The required reviews listed at Section 4.1 of the ACA AI are minimum requirements. The Chief of Regional Contracting Office shall establish Contract Review Boards (CRB), as follows:

a. The CRB shall review solicitations/contracts over \$500,000 and PARC designated actions identified in Para. 2 above. The monetary threshold is based on estimated amount for the base period plus all option periods, if applicable. It does not include Request for Quotations utilizing FAR Part 13 and Invitation for Bids utilizing FAR Part 14.

b. The composition of the CRB should be tailored to the particular solicitation and may be formal or informal as determined by the Chief, RCO. An informal review board is made up of individual who review the solicitation without members convening as a group. A formal CRB will convene as a group and will be chaired by the Director, CRB, or his/her alternate.

c. The CRB shall consist of the following members as a minimum:

(1) Director or Alternate Director, CRB, is required for both informal and formal CRB. Review and concurrence by the Director or Alternate Director is required to comply with the review requirements of Para 4.1 in the ACA AI. This individual shall be:

i. Division Chief or an individual at a level above the Contracting Officer for non-PARC designated actions. This individual can not be the Contracting Officer or the individual responsible for the preparation of the solicitation,

ii. Chief or Acting Chief, RCO, for reviews of PARC designated actions.

(2) One independent reviewer (e.g., procurement analyst, senior contract specialist, or individual at a level above the Contracting Officer.). The reviewer can not be the Contracting Officer or the individual responsible for the preparation of the solicitation.

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(3) Legal Counsel.

(4) Additional members, if the CRB determines that subject matter experts are needed for proper review. For example:

- i. Technical expert(s) in the requirement area
- ii. Cost price analyst


d. Chief, RCO, shall submit a Standard Operating Procedure (SOP) for the CRB to Deputy Director, ACA-PR, for approval by 15 Nov 03.

5. Refer to Encl 1 for listing of PARC designated actions and respective documents to be reviewed, approved and monitored by ACA-PR. Encl 2 provides timeline for approvals. Unique or complex actions may require additional time for review and staffing. RCOs need to plan and submit documents, accordingly, in order to meet the needs of the customers.

6. The preferred method of transmitting documents for review and approval is electronically via E-mail. Requirements must be clearly identified for actions required and forwarded to Deputy Director, with copy furnished to Administrative Assistant, OPARC, ACA-PR. Hand-carried copies will be submitted to the Administrative Assistant, OPARC, ACA-PR, for tracking purposes.

7. For additional information regarding PRIM 04-03, please contact Mr. Duane Inoue, SFCA-PRB-S, Commercial (808) 438-2233, DSN 438-2233, [inoued@shafter.army.mil](mailto:inoued@shafter.army.mil).

Encls

  
HANK SPEAKMAN  
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Principal Assistant  
Responsible for Contracting

## DOCUMENT SUBMISSION REQUIREMENTS

Type Action	Acquisition Plan	J&A	Solicitation	Source Selection Plan	Legal Review	Contract Review Board Minutes / Findings	POM	PNM	Source Selection Decision Document	Contract	Supporting Documentation (as applicable)
Commercial Activities											
Privatization	X		X	X	X	X	X	X	X	X	X
Master contracts	X		X	X	X	X	X	X	X	X	X
Competitive best value requirements > \$3M	X		X	X	X	X	X	X	X	X	X
Alpha contracts (a)	X		X		X	X	X	X		X	X
Cost reimbursement > \$3M	X		X	X	X	X	X	X	X	X	X
Job Order Contract	X		X	X	X	X	X	X	X	X	X
Incentive contracts	X		X	X	X	X	X	X	X	X	X
Time & Material contracts	X		X	X	X	X	X	X	X	X	X
Multi-year contracts	X		X	X	X	X	X	X	X	X	X
A-E (Basic contract award)				X	X	X	X	X		X	X
Full food service and dining facility attendants contract	X		X	X	X	X	X	X	X	X	X
Draft solicitations	X		X		X	X					
<b>Miscellaneous Actions</b>											
Formal acquisition plans											
J&A requiring approval by Spec Competition Advocate	X				X						
Protests (b)		X			X						X
Deviations					X						X
Local Clauses					X						X
Package for override decision of automatic stay provision (c)					X						X
Package for ratification of unauthorized commitments > \$10K					X						X

**NOTES:**

- (a) Submit documentation only if ACA-PR representative is not participating on the Alpha Team.
- (b) See PRIM 04-04, Agency and General Accounting Office (GAO) Protests, for detailed document submission requirements
- (c) Documentation to support override decision must be provided to ACA-PR on first working day to meet 3 day notification to DASA(P&P)

## APPROVAL TIMELINES

Type of Document	3 Working Days	10 Working Days	15 Working Days	30 Working Days
A-76				X
Privatization				X
Formal Acquisition Plan		X		
Source Selection Plan		X		
Solicitations		X		
JOC Solicitations			X	
Full food service and dining facility attendants solicitation			X	
Draft RFP		X		
POM		X		
PNM, Source Selection Decision Document, and Award Package		X		
J&A				
Greater than \$500K but not exceeding \$10M		X		X
Greater than \$10M (a)				
Ratification				
Greater than \$10K but not greater than \$100K		X		
Greater than \$100K (a)				X
Override decision of automatic stay (b)	X			

**NOTES:**

- (a) Includes time for approval at HQ ACA
- (b) Documentation to support override decision must be provided to ACA-PR on first working day to meet 3 day notification to DASA(P&P)